

## **CBD Commercial Submission Service Provider Instructions**

### **I. Preliminary Requirements**

It is up to each email service provider to validate submissions from agency contracting offices. In order to submit those notices to GPO via email or through the World Wide Web, a provider password is required. Call Jack Austin at (202) 512-2075 or (202) 512-2076 to obtain a password.

*\*Provider passwords are required for CBD notice submissions via email to GPO.*

### **II. Submitting via Internet Email (directly to GPO)**

*\*Password required*

- A. If you wish to submit notices via email, send the notice in ASCII text format with the text of the notice embedded in the email message. (Do NOT send notices as attachments.) To submit notices via email directly to GPO use the following email address:

**cbd-submit@gpo.gov**

- B. GPO's charge to agencies for each notice submitted via email is \$5.00.
- C. Submissions via email received at GPO by 4 p.m. will be given priority consideration, within production constraints, for inclusion in the printed CBD.
- D. Follow the tagging scheme for the appropriate submission type (Presolicitation Notice, Award Notice, Modification to a Previous Presolicitation Notice, Sources Sought Notice, Foreign Government Standard, Special Notice, or Sale of Surplus Property) as shown in Attachments A-G. These examples show the maximum number of fields allowed for each type of request (all required and mandatory fields).  
*Note: Messages that contain lines over 900 characters long will be rejected.*

NOTE: The following fields cannot be entered in all capital letters: Point of Contact, Office Address, Description, and Awardee.

A list and description of each field is included as Attachment H.

*\*Multiple submissions may be sent in one email message as long as the required tagging scheme is followed and each notice is complete.*

E. If an error is detected in the data submitted, GPO will return it with “\*\*\*error\*\*\*” added to the field where the error occurred.

The *GPO Access* User Support Team will be available to answer any questions or address any concerns you may have regarding this pilot process. They are available via:

- Telephone: 1-888-293-6498, M-F from 7 a.m.-5 p.m., except for Federal holidays.
- FAX: 202-512-1262
- E-Mail: [cbd-support@gpo.gov](mailto:cbd-support@gpo.gov)

Detailed Tagging Scheme for a Presolicitation Notice

<PRESOL>

<DATE>0521

<YEAR>93

<CBAC>GPO123456

<PASSWORD>RJMTNP

<ZIP>22030

<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street;  
Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043

<DESC>The Center for Mental Health Services is soliciting  
proposals on a full and open competitive basis from qualified  
organizations to award a 3 year contract to develop and  
disseminate new knowledge about effective approaches to providing  
comprehensive community-based services to persons with serious  
mental illnesses who are homeless.

<LINK>

<URL><http://www.abc.gov>

<DESC>Center for Mental Health

<EMAIL>

<ADDRESS>johndoe@usa.gov

<DESC>Center for Mental Health

</PRESOL>

Detailed Tagging Scheme for an Award Notice

<AWARD>  
<DATE>0521

<YEAR>93

<CBAC>GPO123456

<PASSWORD>RJMTNP

<ZIP>22030

<CLASSCOD>A

<OFFADD>Defense Electronics Supply Center, 1507 Wilmington Pike,  
Dayton, OH  
22030

<SUBJECT>A--AMPLIFIER, INTERMEDIATE FREQUENCY

<CONTACT> Michele A Martin, Contract Specialist, Defense  
Electronics Supply  
Center (405)123-4567

<AWDNBR>SP0970-94-C-2102/SP0900-93-R-B419

<AWDAMT>\$89,856.00

<LINENBR> 0001

<AWDDATE> 040794

<AWARDEE> St Olektron Corp, Sub Of Signal Technologies, 28 Tozer  
Rd, Beverly  
MA 01915-5579

<LINK>

<URL><http://www.fed.gov.gov>

<DESC>Defense Electronics Supply Center

<EMAIL>

<ADDRESS> johndoe@usa.gov

<DESC>Defense Electronics Supply Center

</AWARD>

Detailed Tagging Scheme for a  
Modification to a Previous Presolicitation Notice:

<MOD>

<DATE>0521

<YEAR>93

<CBAC>GPO123456

<PASSWORD>RJMTNP

<ZIP>22030

<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street;  
Washington, DC 22030

<SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043

<DESC>The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop and disseminate new knowledge about effective approaches to providing comprehensive community-based services to persons with serious mental illnesses who are homeless. The priority audience to benefit from these activities are program grantees receiving demonstration or formula grants who must have access to state-of-the-art knowledge about services to homeless persons with mental illnesses. The offeror must be knowledgeable and have a track record of accomplishments in providing technical assistance at the State and local service delivery level related to homelessness and serious mental illness, including study methodology, service delivery, program administration, and application of results. The successful offeror must be knowledgeable concerning the clinical characteristics of the population, individual and organizational services providers who deliver traditional or innovative services, published and unpublished researchers who are contributing to the scientific literature on the population and services, and the consumer movement as it relates to homelessness. The contract will

provide on-site consultation to designated demonstration grantees, support limited training in service and administrative issues related to programs for persons with serious mental illnesses who are homeless, support a bibliographic data base, develop state-of-the-art substantive papers on service delivery to the population, and convene workshops to advance services policy formulation. It is essential that the personnel involved in this contract exhibit competencies appropriate to the unique needs and complexities of homeless persons who have serious mental illnesses. Input and involvement from providers at the State and local levels, researchers, and consumers of services to homeless persons with serious mental illnesses will be essential to the success of the contract. Estimated issuance date of RFP No. 280-94-0008 is May 2 1994 and responses are due to be received in the Contracting Office approximately 45 calendar days thereafter. Requests for copies of solicitations will be honored if received within twenty calendar days after issuance of the solicitation. Requests received after this period will be filled on a first-come, first-served basis until the supply is exhausted: however, there is no assurance that copies requested after the twentieth day will reach the requester before the due date for receipt of responses. Requests shall be forwarded to the attention of Mary Ann Deal, Contract Specialist, Contracts Management Unit, Center for Mental Health Services, 5600 Fishers Lane, Parklawn Building, Room 15-81, Rockville, Maryland 20857. Telephone requests will not be honored.

<LINK>

<URL><http://www.ghi.gov>

<DESC>Center for Mental Health

<EMAIL>

<ADDRESS> johndoe@usa.gov

<DESC>Center for Mental Health

</MOD>

Attachment D

Detailed Tagging Scheme for a Sources Sought Notice

<SRCSGT>

<DATE>0521

<YEAR>93

<CBAC>GPO123456

<PASSWORD>RJMTNP

<ZIP>22030

<CLASSCOD>B

<OFFADD>Office of Environmental Studies; 1323 Y Street;  
Washington, DC 22030

<SUBJECT>B --ENERGY AND ENVIRONMENTAL SERVICES KNOWLEDGE  
DEVELOPMENT AND DISSEMINATION ACTIVITIES REGARDING THE  
HOMELESS MENTALLY ILL POPULATION

<SOLNBR> 208-94-0008

<RESPDATE> 061394

<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist,  
301-443-5329, Contracting Officer - Beatrice L. Woods,  
301-443-0043

<DESC>CORRECTION: This action previously published in the Commerce  
Business Daily is hereby corrected to add the following statement:  
``This acquisition is unrestricted and open to both small and  
large business concerns.''

<LINK>

<URL><http://www.jkl.gov>

<DESC>Office of Environmental Studies

<EMAIL>

<ADDRESS> johndoe@usa.gov

<DESC>Office of Environmental Studies

</SRCSGT>

Detailed Tagging Scheme for a Special Notice

<SNOTE>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<SUBJECT>THE DEPT. OF THE TREASURY TECHNOLOGY EXPO:  
WASHINGTON, D.C. TUESDAY, JULY 30, 1996  
<DESC>A one day technology exhibit will be held at the Department  
of the Treasury/IRS on July 30, 1996, from 10:00am to 2:00pm. Some  
of the technologies requested include: INFOSEC, distributive  
information systems, Internet, CD-ROM, imaging, barcoding,  
document management, communications, and computer-based  
training. For more information on requested technologies or  
exhibit registration, please contact Tina Hose at (800)878-2940 at  
extension 212.  
  
<LINK>  
<URL><http://www.mno.gov>  
<DESC>Treasury Technology Expo  
  
<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Treasury Technology Expo  
  
</SNOTE>



Attachment F

Detailed Tagging Scheme for a Foreign Government Standard

<FSTD>  
<DATE>0521  
<YEAR>93  
<CBAC>GPO123456  
<PASSWORD>RJMTNP  
<SUBJECT>EUROPEAN COMMUNITY: HOUSEHOLD LAMPS  
<DESC>The following notification is being circulated in accordance with Article 10.6. G/TBT/Notif.96.235. 1. Member to Agreement notifying: European community. If applicable, name of local government involved (Articles 3.2 and 7.2):2. Agency responsible: European Commission, Agency or authority designated to handle comments regarding the notification can be indicated if different from above.  
  
<LINK>  
<URL><http://www.mno.gov>  
<DESC>Household lamps  
  
<EMAIL>  
<ADDRESS> johndoe@usa.gov  
<DESC>Household lamps  
  
</FSTD>

Attachment G

Detailed Tagging Scheme for a Sale of Surplus Property

<SSALE>

<DATE>0624

<YEAR>96

<CBAC>GPO361079

<PASSWORD>RJMTNP

<ZIP>95150

<OFFADD>Litton Applied Technology Division (LATD) for - DCMC-SF,  
DCMDW-GFOS/PLCO 1265 Borregas Ave, Sunnyvale, CA 95150

<SUBJECT>SEALED BID SALE OF MISCELLANEOUS U.S. GOVERNMENT  
PROPERTY

<CONTACT>Contact point - Litton Applied Technology 4747 Hellyer  
Ave., P.O.Box 7012, San Jose, CA 95159-7012 Margie Grimm Extension  
4198 - Mail Stop No.  
114.

<DESC>A public sealed bid of HP computer hardware, military flight  
and test equipment original acquisition value of \$1.5M, will be  
held at LATD's Warehouse,  
etc. etc.

<LINK>

<URL><http://www.mno.gov>

<DESC>Sealed Bid Sale

<EMAIL>

<ADDRESS> johndoe@usa.gov

<DESC>Sealed Bid Sale

</SSALE>

# Preparation of Notices to the CBD

## 1. Action Code

A abbreviation identifying the type of action for the synopsis. The choices are the following:

<PRESOL>	=	Presolicitation Notice*
<AWARD>	=	Award Notice
<MOD>	=	Modification to a Previous Presolicitation Notice
<SRCSGT>	=	Sources Sought Notice
<SNOTE>	=	Special Notice
<FSTD>	=	Foreign Government Standard
<SSALE>	=	Sale of Surplus Property

*\* Includes sole source contracts and other proposed contract actions.*

## 2. Date

Month and day synopsis is submitted. Insert four digits for this term, two digits for the month and two digits for the day (MMDD). For example: <DATE>0521

## 3. Year

Year synopsis is submitted. Insert two digits for the year (1996 will be 96). For example: <YEAR>96

## 4. Government Printing Office (GPO) Billing Account Code

The originating office's account number used by GPO for billing and collection purposes. The field length is nine alpha numeric characters. The first three characters entered are "GPO" and then the following six characters are the numeric account number. Agencies should contact the GPO's Office of the Comptroller on (202) 512-2083 for additional information. For example: <CBAC>GPO123456

## 5. Password

For submissions submitted via email or the World Wide Web. For more information see *CBDNet* instructions for email and Web submissions. For example: <PASSWORD>RJMTNP

## 6. Zip Code

The Contracting Office's zip code. For example: <ZIP>22030

## 7. Classification Code

Select the correct service or supply that the synopsis should be listed under. Insert either one alphabetic code or a two digit code. For example:<CLASSCOD>B

8. Office Address	The complete address of the contracting office. For example: <OFFADD>Office of Environmental Studies; 1323 Y Street;Washington, DC 22030
9. Subject	Insert the classification code from item 6, two hyphens, and a brief title description of the synopsis. For example: <SUBJECT>B--ENERGY AND ENVIRONMENTAL SERVICES
10. Solicitation Number	Your organization's reference number for the synopsis. For example: <SOLNBR> 208-94-0008 Note: This field is required for the Presolicitation and Modification to a Previous Presolicitation Notice. <i>(Optional for other types of notices)</i>
11. Response Date	The deadline for the receipt of bids. Insert a six digit date (September 1, 1996 should be 090196). Leave blank if a definite response date has not been established and insert narrative information in format item number 18 (description). NOTE: This field is required for the Presolicitation, Sources Sought and Modification to a Previous Presolicitation Notices. <i>(It is optional for other types of notices)</i> <RESPDATE> 061394
12. Contact Points	The names and phone numbers of officials to contact in regard to this synopsis.For example:<CONTACT> Point of Contact - Mary Ann Deal, Contract Specialist, 301-443-5329, Contracting Officer - Beatrice L. Woods, 301-443-0043
13. Contract Award Number	For awards only, your organization's reference number. For example: <AWDNBR>SP0970-94-C-2102/SP0900-93-R-B419
14. Contract Award Dollar Amount	For awards only, the value of the contract. Also, insert a "\$" before the digits. For example:<AWDAMT>\$89,856.00
15. Contract Line Item Number	For awards only, when appropriate, list the contract's appropriate line item number For example: <LINENBR> 0001.
16. Contract Award Date	For awards only, insert a six digit date (For example, September 25, 1993 should be <AWDDATE> 092593)
17. Contractor	For awards notices only, the name and address of the awardee.For example:<AWARDEE> St Olektron Corp, Sub Of Signal Technologies, 28 Tozer
18. Description	The narrative description of the procurement action. Always use grammatically correct capitalization in the item. Never insert the narrative in all uppercase. Do not use this field for award submissions. For example:<DESC>The Center for Mental Health Services is soliciting proposals on a full and open competitive basis from qualified organizations to award a 3 year contract to develop....

## 19. Link

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.  
(optional)

- |           |   |
|-----------|---|
| sublink 1 | URL - The Government Agency's WWW URL which will be listed in the background (invisible to the user). |
| sublink 2 | DESCRIPTION - Visible hypertext provided to the user for linking to the related document.             |

For example:      <LINK>  
                         <URL>http://www.ghi.gov  
                         <DESC>Center for Mental Health

## 20. Email

This field is comprised of two subfields which correspond to each other. As a result, both subfields must be completed.  
(optional)

- |           |  |
|-----------|--|
| sublink 1 | ADDRESS- The Government Agency contact's email address which will be listed in the background (invisible to the user). |
| sublink 2 | DESCRIPTION - Visible hypertext provided to the user for linking to the related agency contact.                        |

For example:      <EMAIL>  
                         <ADDRESS> johndoe@usa.gov  
                         <DESC>Center for Mental Health

## 21. Action End Tag

A abbreviation identifying the type of action for the synopsis.  
The choices are the following:

- |           |   |   |
|-----------|---|---|
| </PRESOL> | = | Presolicitation Notice*                           |
| </AWARD>  | = | Award Notice                                      |
| </MOD>    | = | Modification to a Previous Presolicitation Notice |
| </SRCSGT> | = | Sources Sought Notice                             |
| </SNOTE>  | = | Special Notice                                    |
| </FSTD>   | = | Foreign Government Standard                       |
| </SSALE>  | = | Sale of Surplus Property                          |

*\* Includes sole source contracts and other proposed contract actions.*